



# Skills Funding Agency

## Apprenticeships qualification achievement rates 2015/2016

### Guidance notes for the use of the qualification achievement-rate data extracts

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## **Section 1 – Introduction**

### **Purpose of this document**

1. This document provides information about the 2015/2016 apprenticeship qualification achievement-rate provider data extracts and how the included aims dataset can be pivoted to show achievement rates for the fields on the dataset. These include those that are shown in the achievement rates dashboard. It also provides information about where the data in the datasets comes from.

### **Purpose of qualification achievement rates**

2. Qualification achievement rates help training providers to assess the quality of the courses they provide, and the Office for Standards in Education, Children's Services and Skills (Ofsted) uses them in their inspections. The data feeds into minimum standards, which we use to identify and manage underperformance.

### **Purpose of minimum standards**

3. We use the minimum standards to assess whether a training provider is delivering provision that makes efficient and effective use of public funds.
4. We will take action if a training provider's performance is below the minimum standard. The action we will take is set out in our Approach to Intervention document (at [www.gov.uk/government/publications/sfa-when-and-how-the-sfa-will-formally-intervene-with-providers](http://www.gov.uk/government/publications/sfa-when-and-how-the-sfa-will-formally-intervene-with-providers)).

### **Availability of qualification achievement rate provider data extracts**

5. The qualification achievement rates provider data extracts will be provisionally released on the Hub no later than 22 December 2016. They will be confirmed as final following the publication of the National QAR data in the Statistical First Release.

### **Distribution of qualification achievement rate provider data extracts**

6. Qualification achievement rates provider data extracts are available for each provider of apprenticeships that receives funding from us. Providers download their own provider data extracts, in a zipped file, from the Hub. The zipped file contains three files relating to apprenticeships.
  - i. A file containing details of all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2013/2014, 2014/2015 or 2015/2016, that are included in the qualification achievement rate calculations (subject to the value in the QAR\_Status\_Overall and QAR\_Status\_Timely columns).
  - ii. A file containing details for all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2013/2014, 2014/2015 or 2015/2016, but that were excluded from the qualification achievement-rate calculations.
  - iii. This document.

### **Exclusions from qualification achievement rates**

7. Some apprenticeship frameworks are not included in calculations of the qualification achievement rates. The main reasons for exclusion are as follows.

- a) Apprenticeship frameworks where the learner has withdrawn within the funding qualifying period, and the framework is not achieved.
- b) Apprenticeship frameworks where a learner has transferred to a different framework with the same provider or is on a planned break.
- c) Apprenticeship frameworks where a learner transferred to a new provider due to intervention by us or the Education Funding Agency.
- d) Apprenticeship frameworks that are not funded by us.

Full details on all exclusions are given in the apprenticeships dataset production and data definitions document (at <https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr>).

## **Provider mergers and changes to learner reference numbers**

8. Any mergers of further-education colleges, and changes to learner reference numbers, reported to us by 25 October 2016 using the learner reference number mapping document, or recorded in the 2013/2014, 2014/2015 or 2015/2016 ILR, have been applied to the final datasets.

## **Further Information**

9. If you need more information you can phone the service desk on 0370 267 0001 or email [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk). Please provide a detailed explanation of your query.

## **Section 2 – Qualification achievement-rate and minimum-standards calculations**

### **Calculating qualification achievement-rate percentages**

10. The fields from the qualification achievement-rates provider data extract that are used in calculating overall qualification achievement rates are as follows.
  - **Hybrid\_End\_Year**  
This field is the actual learning end year (Actual\_End\_Year), the expected learning end year (Expected\_End\_Year) or the reporting year (Year\_Aim\_Submitted) whichever is later.
  - **Overall\_Leaver**  
This field indicates whether an apprenticeship framework has ended (an apprenticeship framework has ended if a learning actual end date is present). Apprenticeship frameworks where Overall\_Leaver is 1 are included in the overall qualification achievement-rate calculations.
  - **Overall\_Achiever**  
This field indicates whether an apprenticeship framework has been achieved (achieved apprenticeship frameworks have a Learning Outcome of 1 or 7).
  - **QAR\_Status\_Overall**  
To identify the apprenticeship frameworks that are included in overall qualification achievement-rate calculations. Included frameworks have a setting of 'QAR Inclusions'.

11. For a given hybrid end year, the **overall** qualification achievement-rate percentage is calculated as follows.

$$\frac{\text{Number of frameworks that have been achieved}}{\text{Number of frameworks that have ended}} \times 100$$

In terms of the fields on the provider data extract, for a given hybrid end year (Hybrid\_End\_Year) the overall qualification achievement-rate percentage is calculated as follows.

$$\frac{\begin{array}{l} \text{Number of frameworks where Overall_Achiever is 1} \\ \text{and QAR_Status_Overall = 'QAR Inclusions'} \end{array}}{\begin{array}{l} \text{Number of frameworks where Overall_Leaver is 1} \\ \text{and QAR_Status_Overall = 'QAR Inclusions'} \end{array}} \times 100$$

12. The fields from the provider data extract that are used in calculating timely qualification achievement rates are as follows.

- **Expected\_End\_Year**  
This field is the first calendar year of the academic period which the Learning Planned End Date falls in.
- **Timely\_Leaver**  
This field indicates whether an apprenticeship framework has been included in the qualification achievement-rate calculation. Apprenticeship frameworks where Timely\_Leaver is 1 are included in the overall qualification achievement-rate calculations.
- **Timely\_Achiever**  
This field indicates whether an apprenticeship framework has been achieved.
- **QAR\_Status\_Timely**  
To identify the apprenticeship frameworks that are included in timely qualification achievement-rate calculations. Included frameworks have a setting of 'QAR Inclusions'.

13. For a given expected end year the **timely** qualification achievement-rate percentage is calculated as follows.

$$\frac{\begin{array}{l} \text{Number of frameworks that have been achieved by their planned} \\ \text{end date or within 90 days after it} \end{array}}{\text{Number of frameworks expected to be finished}} \times 100$$

In terms of the fields on the provider data extract, for a given expected end year (Expected\_End\_Year) the timely qualification achievement-rate percentage is calculated as follows.

$$\frac{\text{Number of frameworks where Timely_Achiever is 1 and QAR_Status_Timely = 'QAR Inclusions'}}{\text{Number of frameworks where Timely_Leaver is 1 and QAR_Status_Timely = 'QAR Inclusions'}} \times 100$$

## Calculating the percentage of the cohort below the minimum standard threshold

14. Minimum standards use the overall qualification achievement rate and uses data for 2015/2016 only.
15. In the qualification achievement-rates dataset an apprenticeship framework has been classified as below minimum standards if Leaver\_Below\_MS\_Threshold is 1.
16. The first stage in working out the percentage of provision that is below minimum standards is to identify whether the all-age overall qualification achievement rate for the apprenticeship level of an apprenticeship framework is below the minimum standards threshold. For 2015/2016 this threshold is 62% for all apprenticeship levels.
17. If the qualification achievement rate of an apprenticeship level of an apprenticeship framework is below the minimum standard threshold, all the cohort for that apprenticeship level and apprenticeship framework are classified as being below the minimum standards threshold. The cohort and the qualification achievement rate are highlighted in red in the minimum standards framework details page of the QAR dashboard.
18. The cohort below the minimum standard threshold are then added together to give a figure for the total cohort below the minimum standards threshold for the provider.
19. The percentage of the cohort below the minimum standard threshold is then calculated as follows.

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \times 100$$

20. The percentage of the cohort below the minimum standard threshold is then compared to the minimum standards tolerance level, which is 40%.
21. If the percentage of the cohort below the minimum standard threshold is equal to or greater than the minimum standards tolerance, the provider's provision is below minimum standards and there may be formal intervention by us, as set out in the Approach to Intervention process (at [www.gov.uk/government/publications/sfa-when-and-how-the-sfa-will-formally-intervene-with-providers](http://www.gov.uk/government/publications/sfa-when-and-how-the-sfa-will-formally-intervene-with-providers)).
22. When provision is below minimum standards, the total percentage of leavers below the minimum standards threshold highlighted in red on the summary page of the QAR dashboard. An example of this is shown below.

Minimum Standards	Cohort	Below Threshold	% Below Threshold
Apprenticeships	1,562	658	■ 42.1%
Education & Training	8,294	4875	■ 58.7%

23. These calculations are illustrated in the two scenarios below. In these scenarios a provider delivers three Apprenticeship frameworks, two at intermediate level and one at advanced level. These frameworks are:

104: Children's Care Learning and Development – intermediate level

236: Health and Social Care – intermediate level

104: Children's Care Learning and Development – advanced level

Scenario 1 – The percentage of the cohort below the minimum standards threshold is less than the minimum standards tolerance.

Framework Level	Framework Code	Framework Name	Overall		
			2014/15		
			Provider QAR	Cohort	Cohort Below Minimum Standards Threshold
Intermediate	104	Children's Care Learning and Development	66.5%	35	0
Intermediate	236	Health and Social Care	53.2%	25	25
Advanced	104	Children's Care Learning and Development	65.3%	44	0

In this scenario, the 2014/2015 all-age overall qualification success rate of only one of the three frameworks (236: Health and Social Care – intermediate level) falls below the minimum standard threshold of 62%. The 25 cohort for this framework are classified as cohort below the minimum standards threshold.

The percentage of the cohort below the minimum standards for this provider is calculated as follows.

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \times 100$$

In this scenario, the percentage is equal to 25 divided by 104, which is 24.0%.

In this scenario, the percentage of the provider's provision that is below the minimum standards threshold is less than the minimum standard tolerance of 40%, so we will take no action.

Scenario 2 – The percentage of the cohort below the minimum standards threshold is more than the minimum standards tolerance

			Overall		
			2014/15		
Framework Level	Framework Code	Framework Name	Provider QAR	Cohort	Cohort Below Minimum Standards Threshold
Intermediate	104	Children's Care Learning and Development	66.5%	35	0
Intermediate	236	Health and Social Care	53.2%	25	25
Advanced	104	Children's Care Learning and Development	45.3%	44	44

In this scenario, the 2014/15 all-age overall qualification success rate of two of the three frameworks (236: Health and Social Care – intermediate level, and 104: Children's Care Learning and Development – advanced level) falls below the minimum standard threshold of 62%. The 69 cohort for these frameworks are classified as leavers below the minimum standards threshold.

The percentage of the cohort below the minimum standards for this provider is calculated as follows.

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \times 100$$

In this scenario, the percentage is equal to 69 divided by 104 multiplied by 100, which is 66.3%.

In this scenario, the percentage of the provider's provision that is below the minimum standards threshold is more than the minimum standard tolerance of 40%, so we will take action as set out in the Approach to Intervention process.



## Section 3 –Data file contents

### Extract of qualification achievement-rate data used for producing the QAR dashboard

24. The data used to work out and report on qualification achievement rates is provided as a CSV file. The file contains all the provider's apprenticeship frameworks that are included in the qualification achievement-rate dashboard.

25. The file contains the following data fields.

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
Provision_Type	Type of provision in the file.	Set to 'Apps'.
UKPRN	UK provider reference number (UKPRN).	UKPRN
Learner_Reference	Learner reference number.	LearnRefNumber
ULN	The unique learner number.	ULN
Academic_Year	The academic year.	Set to 2015/16.
Data_Source	The source of the record on the qualification achievement-rates dataset, which is the ILR or the LEOP dataset.	Set to 'ILR' .
Age_Group	A banding of the learner's age used for reporting.	Set to '16-18', '19-23' or '24+'
Ethnicity	The learner's ethnic background.	Ethnicity
Sex	The learner's sex.	Sex
Learning_Difficulties	Indicates whether the learner considers that they have a learning difficulty, disability or health problem.	LLDDHealthProb
PrimaryLLDD	The primary learner disability, learning difficulty or and heath problem of the learner.	PrimaryLLDD
PriorAttain	The learner's prior attainment level. This field holds a code. The description of the code can be found in the ILR specification, which is available from the Skills Funding Agency website (at <a href="https://www.gov.uk/government/organisations/skills-funding-agency">https://www.gov.uk/government/organisations/skills-funding-agency</a> ).	PriorAttain
Completion_Status	The completion status of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	CompStatus
Learning_Outcome	The learning outcome of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	Outcome
Withdrawal_Reason	The reason learning ended. This field holds a code. The description of the code can be found in the ILR specification.	WithdrawalReason
Achievement_Rate_Status	The status of the apprenticeship framework for calculating qualification achievement rates. This field holds a code. The description of the code can be found in the .	D_AchieveRateStatus

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	Apprenticeship QAR production specification 2015 to 2016 at ( <a href="https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr">https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr</a> )	
Overdue_Continuing_Aim	Indicates whether the aim is an overdue continuing aim.	Overdue_Continuing_Aim
Overdue_Planned_Break	Indicates whether the aim is an overdue planned break.	Overdue_Planned_Break
Software_Supplier_Aim_ID	System generated globally unique identifier for the learning aim to enable data included on reports created by FIS and the Hub to be matched back to data in provider MIS.	SWSupAimID
Programme_Type	The programme type.	Set to 'Intermediate Apprenticeship', 'Advanced Apprenticeship' or 'Higher Apprenticeship'
Framework_Code	Framework code.	FworkCode
Framework_Name	Framework name.	Framework Description derived from FworkCode
Pathway_Code	The pathway of the Apprenticeship framework being undertaken.	PwayCode
Pathway_Name	The pathway name	PwayName
Sector_Subject_Area_Tier_1	Sector subject area – the broad (tier 1) classification of the subject of the apprenticeship framework.	SectSubAreaTier1 plus the description of the SSA tier 1
Sector_Subject_Area_Tier_2	The more specialised (tier 2) classification of the subject of the apprenticeship framework.	SectSubAreaTier2 plus the description of the SSA tier 2
Subcontractor_UKPRN	The UKPRN of the subcontractor delivering the main or competency aim of the apprenticeship.	Subcontractor_UKPRN
Subcontractor_Name	The subcontractor's name.	Subcontractor_Name
Learner_Home_Postcode	The learner's home postcode.	L_PriorPCode
Learner_Home_Region	The name of the region which contains the learner's home postcode.	L_PriorPCode_GOR
Learner_Home_LA	The name of the local authority district which contains the learner's home postcode.	L_PriorPCode_LocalAuthority
Delivery_Location_Postcode	The postcode of the delivery location.	DelLocPostCode
Delivery_Region	The name of the region which contains the delivery location postcode.	Derived from DelLocPostCode_GOR
Delivery_LA	The name of the local authority district which contains the delivery location postcode.	Derived from DelLocPostCode_LocalAuthority
Year_Aim_Submitted	The academic year which the apprenticeship framework was submitted in.	YearAimSubmitted
Learning_Start_Date	The date the learning began.	LearnStartDate
Learning_Planned_End_Date	The date the apprenticeship framework is due to be completed.	LearnPlanEndDate

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
Learning_Actual_End_Date	The date the apprenticeship framework was actually completed.	LearnActEndDate
Actual_End_Year	Actual end year – the academic year the apprenticeship framework was actually completed in. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2012/13.	P_Actendyr
Expected_End_Year	Expected end year – the academic year the apprenticeship framework is expected to be completed in. The field contains only the first year in an academic year. For instance 2013 refers to academic year 2013/14.	P_Expendyr.
Hybrid_End_Year	Hybrid end year, which is the expected end year, actual end year or reporting year, whichever is later. The field contains only the first year in an academic year. For instance 2014 refers to academic year 2014/15.	P_Hybridendyr
Overall_Leaver	For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework counts towards the overall qualification achievement rate.  If Overall_Leaver is 1 and QAR_Status_Overall is 'QAR Inclusions', the apprenticeship framework counts towards the overall qualification achievement rate.	P_Count_Overall
Overall_Achiever	For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework has been achieved.  If Overall_Leaver is 1 and QAR_Status_Overall is 'QAR Inclusions', the apprenticeship framework has been achieved.	P_Ach_Overall
Leaver_Below_MS_Threshold	This indicates whether the overall qualification achievement rate for an apprenticeship framework is lower than the minimum standards threshold.  If Leaver_Below_MS_Threshold is 1 and QAR_Status_Overall is 'QAR Inclusions', the overall qualification achievement rate for the apprenticeship framework is below the minimum standards threshold.	This is derived, as described in paragraphs 14 to 21.
Timely_Leaver	For the timely qualification achievement-rate measure, this indicates whether the apprenticeship framework should be counted towards the timely qualification achievement rate.  If Timely_Leaver is 1 and QAR_Status_Timely is 'QAR Inclusions', the apprenticeship framework will be counted towards the timely qualification achievement rate.	P_Count_Timely
Timely_Achiever	For the timely qualification achievement-rate	P_Ach_Timely

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	measure, this indicates whether the apprenticeship framework has been achieved.  If Timely_Leaver is 1 and QAR_Status_Timely is 'QAR Inclusions', the apprenticeship framework has been achieved.	
QAR_Status_Overall	To identify the frameworks that are included in overall qualification achievement-rate calculations. Either 'QAR Inclusions' or QAR Exclusions'.	QAR_Status_Overall
QAR_Status_Timely	To identify the frameworks that are included in timely qualification achievement-rate calculations. Either 'QAR Inclusions' or 'QAR Exclusions'.	QAR_Status_Timely

### Apprenticeship frameworks excluded from qualification achievement rates

26. The data not used to work out qualification achievement rates is provided as a CSV file. The file contains all the apprenticeship frameworks that are not included in the qualification achievement-rate calculations.

27. The file contains the following data fields.

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
Provision_Type	The type of provision in the file.	Set to 'Apps'.
UKPRN	UK provider reference number (UKPRN).	UKPRN
Learner_Reference	Learner reference number.	LearnRefNumber
ULN	Unique learner number.	ULN
Academic_Year	The academic year.	Set to 2015/16.
Data_Source	The source of the record on the qualification achievement-rates dataset, which is the ILR dataset.	Set to 'ILR'.
Age_Group	A banding of the learner's age used for reporting.	Set to '16-18', '19-23' or '24+'.
Ethnicity	The learner's ethnic background.	Ethnicity
Sex	The learner's sex.	Sex
Learning_Difficulties	Indicates whether the learner considers that they have a learning difficulty, disability or health problem.	LLDDHealthProb
PrimaryLLDD	The primary learner disability, learning difficulty or and health problem of the learner.	PrimaryLLDD
PriorAttain	The learner's prior attainment level. This field holds a code. The description of the code can be found in the ILR specification, which is available from the Skills Funding Agency website (at	PriorAttain

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
	<a href="https://www.gov.uk/government/organisations/skills-funding-agency">https://www.gov.uk/government/organisations/skills-funding-agency</a> ).	
Completion_Status	The completion status of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	CompStatus
Learning_Outcome	The learning outcome of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	Outcome
Withdrawal_Reason	The reason learning ended. This field holds a code. The description of the code can be found in the ILR specification.	WithdrawalReason
Achievement_Rate_Status	The status of the apprenticeship framework for calculating qualification achievement rates. This field holds a code. The description of the code can be found in the Apprenticeship QAR dataset production specification 2015 to 2016 at <a href="https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr">https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr</a>	D_AchieveRateStatus
Overdue_Continuing_Aim	Indicates whether the aim is an overdue continuing aim.	Overdue_Continuing_Aim
Overdue_Planned_Break	Indicates whether the aim is an overdue planned break.	Overdue_Planned_Break
Software_Supplier_Aim_ID	The status of the learning aim for calculating qualification achievement rates.	SWSupAimID
Programme_Type	The programme type.	Set to 'Intermediate Apprenticeship', 'Advanced Apprenticeship' or 'Higher Apprenticeship'
Framework_Code	Framework code.	FworkCode
Framework_Name	Framework name.	Framework Description derived from FworkCode
Pathway_Code	The pathway of the Apprenticeship framework being undertaken.	PathwayCode
Pathway_Name	The pathway name	PathwayName
Sector_Subject_Area_Tier_1	Sector subject area – the broad (tier 1) classification of the subject of the apprenticeship framework.	SectSubAreaTier1 plus the description of the SSA tier 1.
Sector_Subject_Area_Tier_2	The more specialised (tier 2) classification of the subject of the apprenticeship framework.	SectSubAreaTier2 plus the description of the SSA tier 2.
Subcontractor_UKPRN	The UKPRN of the subcontractor delivering the main or competency aim of the apprenticeship.	Subcontractor_UKPRN
Subcontractor_Name	The subcontractor's name.	Subcontractor_Name
Learner_Home_Postcode	The learner's home postcode.	L_PriorPcode
Learner_Home_Region	The name of the region which contains the learner's home postcode.	L_PriorPcode_GOR

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
Learner_Home_LA	The name of the local authority district which contains the learner's home postcode.	L_PriorPcode_LocalAuth ority
Delivery_Location_Postcode	The postcode of the delivery location.	DelLocPostCode
Delivery_Region	The name of the region which contains the delivery location postcode.	Derived from DelLocPostCode_GOR
Delivery_LA	The name of the local authority district which contains the delivery location postcode.	Derived from DelLocPostCode_LocalA uthority
Year_Aim_Submitted	The academic year which the apprenticeship framework was submitted in.	YearAimSubmitted
Learning_Start_Date	The date the learning began.	LearnStartDate
Learning_Planned_End_Date	The date the apprenticeship framework is due to be completed.	LearnPlanEndDate
Learning_Actual_End_Date	The date the apprenticeship framework was actually completed.	LearnActEndDate
Actual_End_Year	Actual end year – the academic year the apprenticeship framework was actually completed in. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2012/13.	P_Actendyr
Expected_End_Year	Expected end year – the academic year the apprenticeship framework is expected to be completed in. The field contains only the first year in an academic year. For instance 2013 refers to academic year 2013/14.	P_Expendyr
Hybrid_End_Year	Hybrid end year, which is the expected end year, the actual end year or the reporting year, whichever is later. The field contains only the first year in an academic year. For instance 2014 refers to academic year 2014/15.	P_Hybridendyr
The following fields identify the reasons why the apprenticeship was not included in the qualification achievement-rate calculations. Apprenticeship can be excluded for several reasons.		
ClassLearn_Excl	Indicates that the programme aim is a classroom learning aim reported through the employer responsive funding stream.	CL_Excl
Fund_Qual_Excl	Indicates that the learner has withdrawn from an apprenticeship framework before the qualifying number of days for funding has been met.	Fund_Qual_Excl
Not_Funded_Excl	Identifies whether an Apprenticeship has ever received funding from us.	Not_Funded_Excl
App_Stand_Excl	Indicates that the programme aim is an apprenticeships standards aim (previously referred to as Trailblazer apprenticeships). Apprenticeship standards aims are not included in qualification achievement rates.	App_Stand_Excl

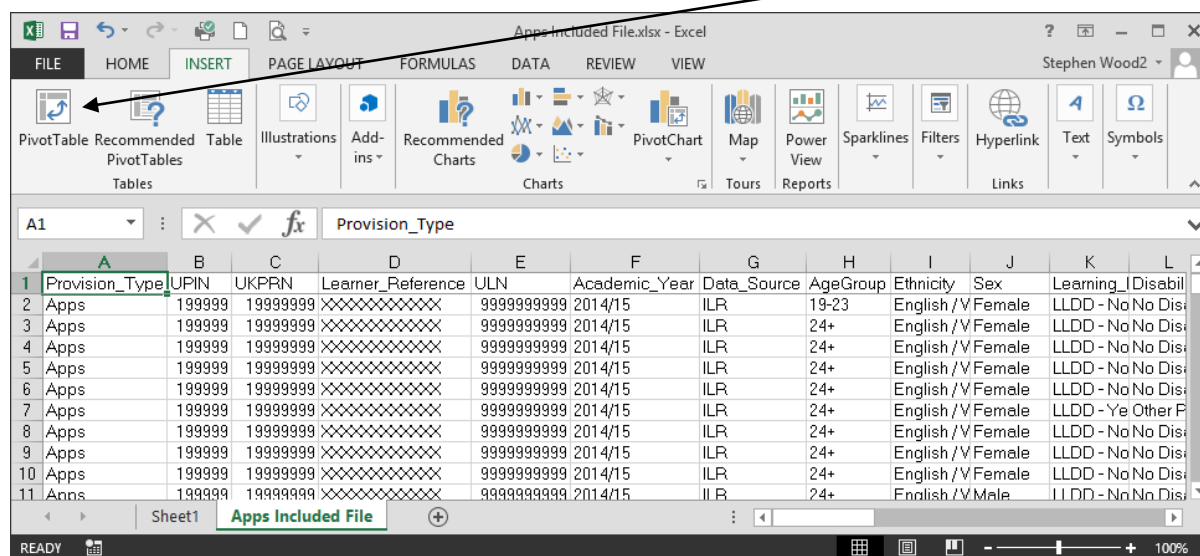
## Section 4 – Analysing Achievement Rates using an Excel Pivot Table

### Updating the provider data extract files to replace codes with descriptions

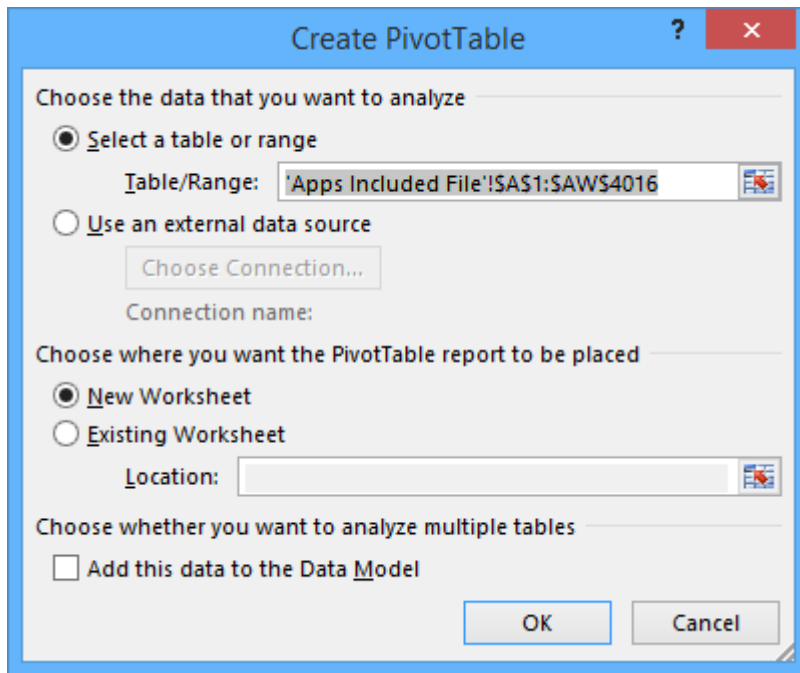
28. Some fields on the provider data extract file contain codes instead of descriptions. To make the contents of these fields easier to understand when shown in the pivot table the codes could be replaced by a description. Refer to the ILR specification, which is available from the Skills Funding Agency website (at <https://www.gov.uk/government/organisations/skills-funding-agency>).
29. The **Expected\_End\_Year** and **Hybrid\_End\_Year** only contain the first year of an academic year, for example 2013. The year should be replaced by the full year name, for example, 2013 should be replaced by 2013/14.

### Creating an achievement rates pivot table in Microsoft Excel

30. In order to view achievement rates using the data on the provider data extract file it is necessary to create a pivot table in Excel. The steps required to do this are shown below.
31. The provider data extract file is in csv format. In order to create a pivot table the file must be opened in Microsoft Excel and saved as an Excel file.
32. Open the Excel format file and select 'Pivot Table' from the Insert menu.

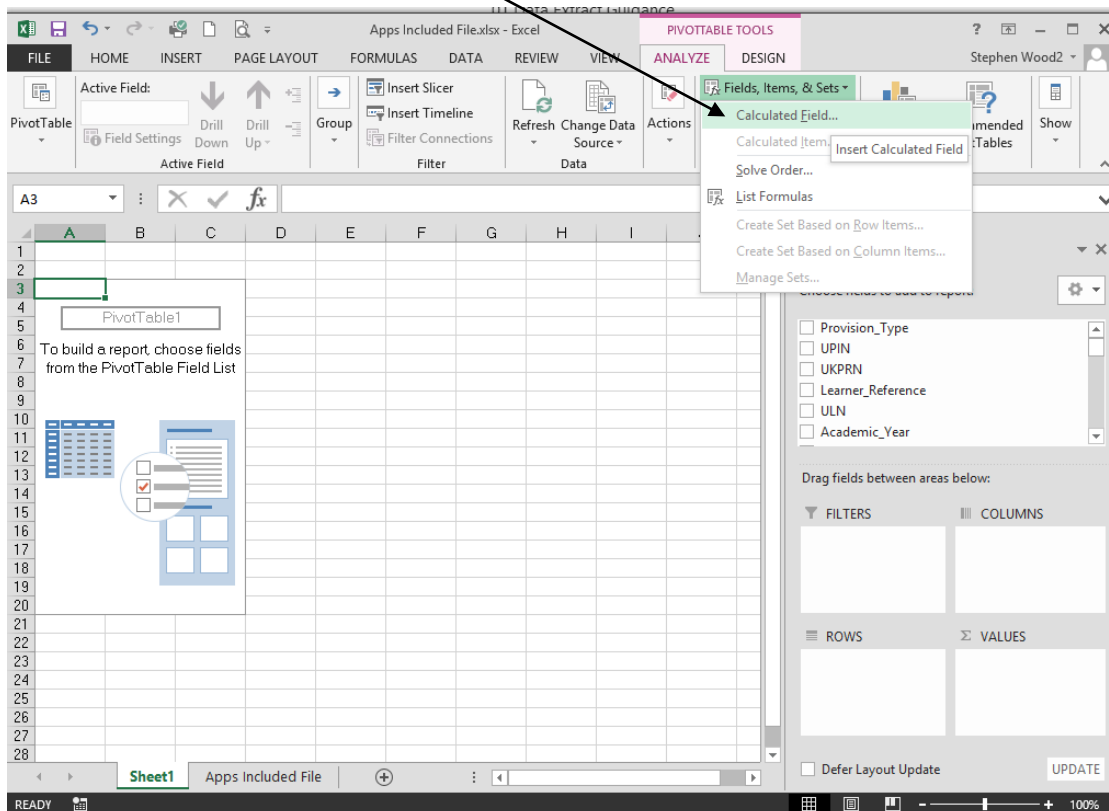


33. The Create Pivot Table dialog box will be shown. Click 'OK' to create the pivot table in a separate worksheet.



### Creating the achievement rate field

34. The achievement rate has to be added to the pivot table as a calculated field. The steps to do this are shown below.
35. On the Pivot Table Tools menu select 'Fields, Items & Sets' in the Calculate menu, and then select 'Calculated Field'.

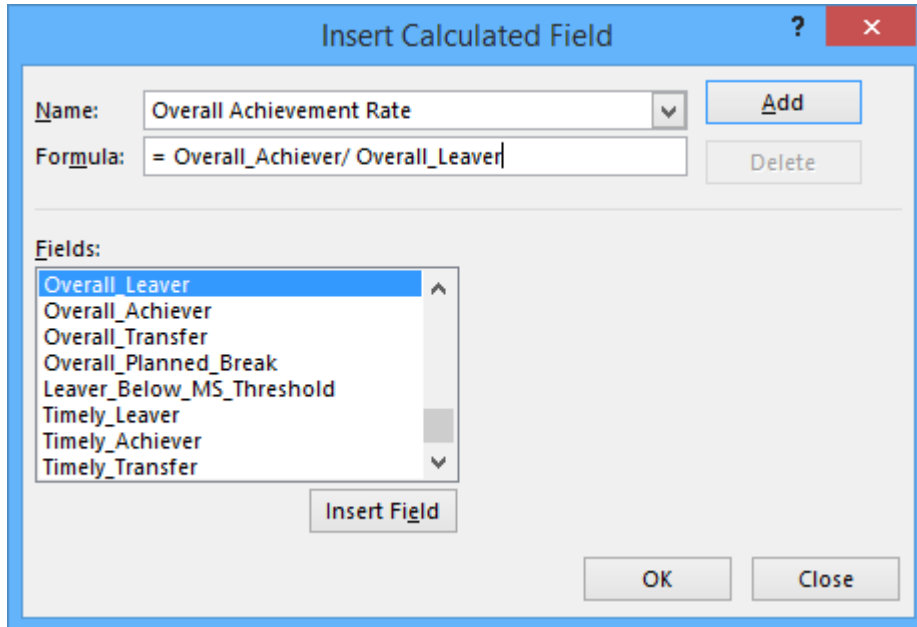




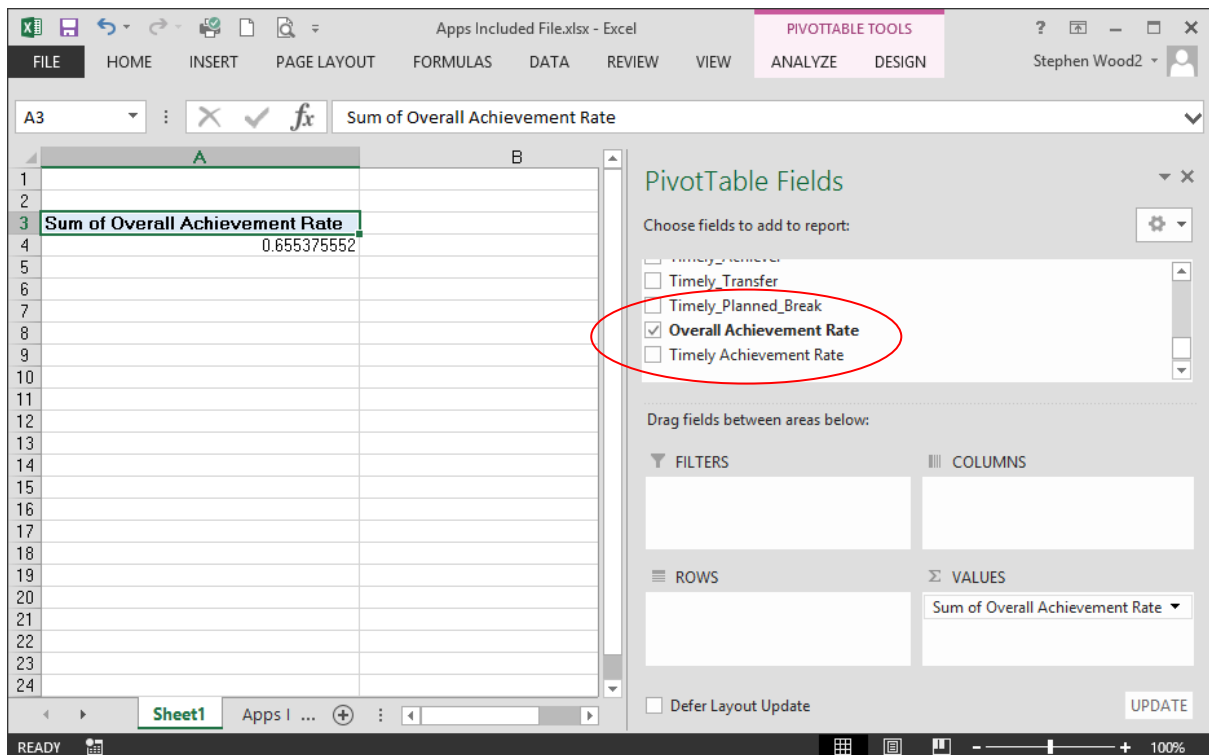
36. Using the 'Insert Calculated Field' dialog box create calculated fields for overall achievement rate and timely achievement rate. The calculations are shown below.

- Overall achievement rate is 'Overall\_Achiever / Overall\_Leaver'
- Timely achievement rate is 'Timely\_Achiever / Timely\_Leaver'

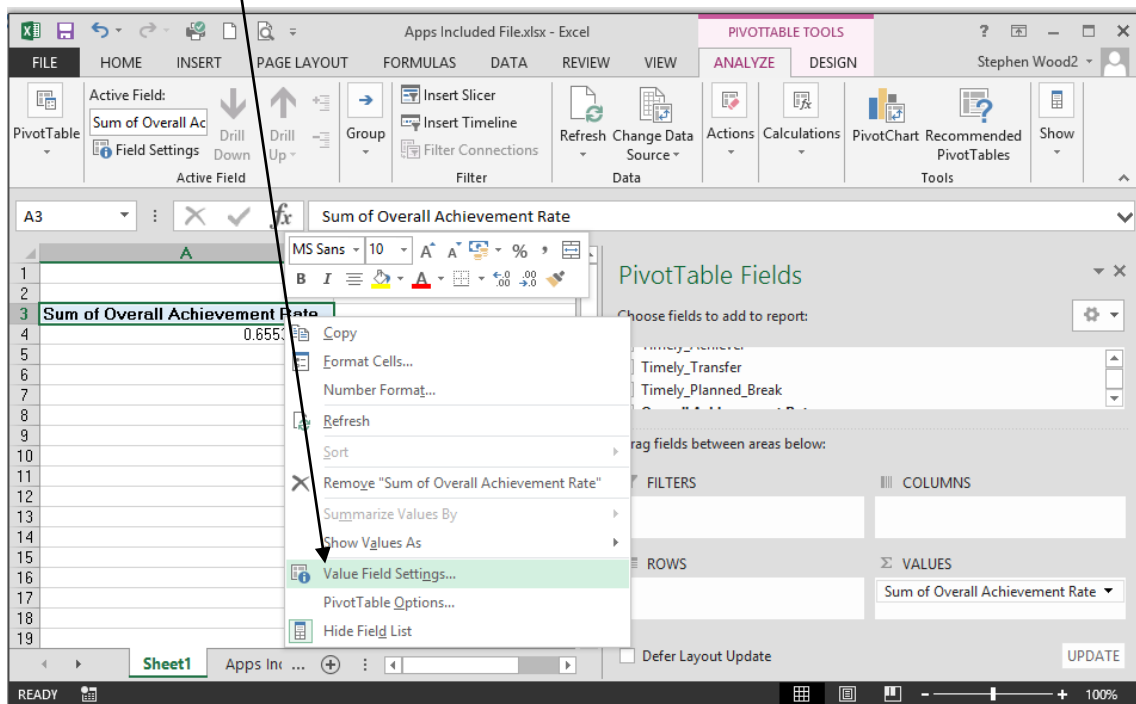
The dialog box shows the creation of the overall achievement rate field.



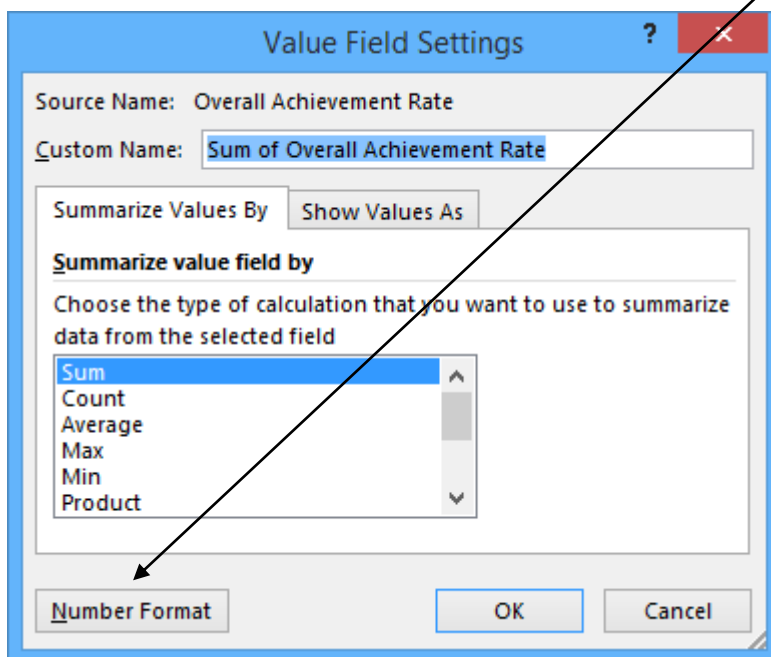
37. The overall achievement rate and timely achievement rate fields will appear at the end of the list of pivot table fields.

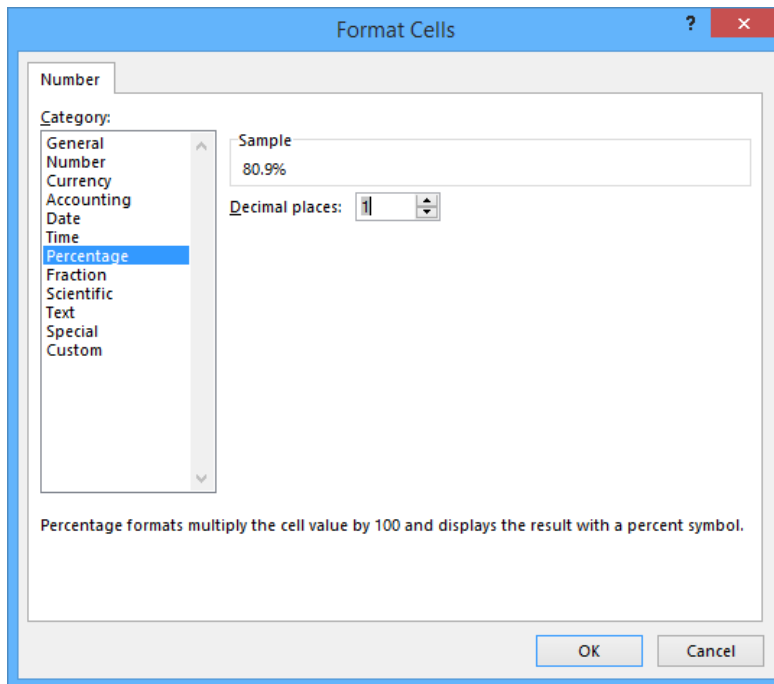


38. The fields are unformatted when output in the pivot table. The fields are formatted using 'Value Field Settings', which is selected from the menu displayed by right clicking the rate value.



39. On the 'Value Field Settings' dialog box select 'Number Format' and format the fields as percentages, to 1 decimal place.





## Showing the overall achievement rate in the pivot table

40. The **hybrid end year** must be used when showing the overall achievement rate. Note that continuing apprenticeship frameworks have a hybrid end date of 2015.5. Continuing apprenticeship frameworks are present in the provider data extract as they are included in the timely achievement rate calculation.
41. Please note that you must add the QAR\_Status\_Overall field to the pivot filter area and set this to 'QAR Inclusions'.
42. There are two ways of showing the three year rate trend, as rows or as columns. The format chosen will depend on the other dimensions being displayed.
43. To show trend data in columns the pivot table should be set up as shown.

	K	L	M	N	O	P	C
	QAR_Status_Overall	QAR Inclusions					
		Column Labels					
	Values	2013	2014	2015	Grand Total		
	Sum of Overall_Leaver	19	13	41	73		
	Sum of Overall Achievement Rate	84.2%	92.3%	70.7%	78.1%		

PivotTable Fields			
Choose fields to add to report:			
<input checked="" type="checkbox"/> Hybrid_End_Year			
<input checked="" type="checkbox"/> Overall_Leaver			
<input type="checkbox"/> Overall_Achiever			
<input type="checkbox"/> Leaver_Below_MS_Threshold			
<input type="checkbox"/> Timely_Leaver			
<input type="checkbox"/> Timely_Achiever			
<input checked="" type="checkbox"/> QAR_Status_Overall			
<input type="checkbox"/> QAR_Status_Timely			
<input checked="" type="checkbox"/> Overall_Achievement_Rate			
<input type="checkbox"/> Timely_Achievement_Rate			
MORE TABLES...			
Drag fields between areas below:			
<b>FILTERS</b>	<b>COLUMNS</b>		
QAR_Status_Overall	Hybrid_End_Year		
<b>ROWS</b>	<b>VALUES</b>		
Σ Values	Sum of Overall_Leaver		
	Sum of Overall_Achievement...		

44. When data is first shown in the pivot table a 'Grand Total' value will be shown. As a grand total is not relevant to qualification achievement rates it should be removed. The field is removed by right clicking on the 'Grand Totals' cell and selecting 'Remove Grand Total'

	A	B	C	D	E
1	QAR_Status_Overall	QAR Inclusions			
2					
3		Column Labels			
4	Values	2013	2014	2015	Grand Total
5	Sum of Overall_Leaver	19	13	41	
6	Sum of Overall Achievement Rate	84.2%	92.3%	70.7%	

45. To show trend data in rows the pivot table should be set up as shown.

J	K	L	M
	QAR_Status_Overall	QAR Inclusions	
	Row Labels	Sum of Overall_Leaver	Sum of Overall Achievement Rate
	2013	19	84.2%
	2014	13	92.3%
	2015	41	70.7%

**PivotTable Fields**

Choose fields to add to report:

- ☒ Hybrid\_End\_Year
- ☒ Overall\_Leaver
- ☐ Overall\_Achiever
- ☐ Leaver\_Below\_MS\_Threshold
- ☐ Timely\_Leaver
- ☐ Timely\_Achiever
- ☒ QAR\_Status\_Overall
- ☐ QAR\_Status\_Timely
- ☒ Overall\_Achievement\_Rate
- ☐ Timely\_Achievement\_Rate

MORE TABLES...

Drag fields between areas below:

**FILTERS**

QAR\_Status\_Overall

**COLUMNS**

Σ Values

**ROWS**

Hybrid\_End\_Year

**VALUES**

Sum of Overall\_Leaver

Sum of Overall Achievement...

## Showing the timely achievement rate in the pivot table

46. The **expected end year** must be used when showing the timely achievement rate.
47. There are two ways of showing the three year rate trend, as rows or as columns. The format chosen will depend on the other dimensions being displayed.
48. To show trend data in columns the pivot table should be set up as shown. Please note that you must add the QAR\_Status\_Timely field to the pivot filter area and set this to 'QAR Inclusions'.

	K	L	M	N	O	P	Q
	QAR_Status_Timely	QAR Inclusions					
		Column Labels					
Values		2013	2014	2015			
Sum of Timely_Leaver		10	18	81			
Sum of Timely Achievement Rate		70.0%	72.2%	32.1%			

**PivotTable Fields**

Choose fields to add to report:

- ☐ Learning\_Actual\_End\_Date
- ☐ Actual\_End\_Year
- ☒ Expected\_End\_Year
- ☐ Hybrid\_End\_Year
- ☐ Overall\_Leaver
- ☐ Overall\_Achiever
- ☐ Leaver\_Below\_MS\_Threshold
- ☒ Timely\_Leaver
- ☐ Timely\_Achiever
- ☐ QAR\_Status\_Overall
- ☒ QAR\_Status\_Timely
- ☐ Overall\_Achievement\_Rate

Drag fields between areas below:

<b>FILTERS</b>	<b>COLUMNS</b>
QAR_Status_Timely	Expected_End_Year
<b>ROWS</b>	<b>VALUES</b>
Σ Values	Sum of Timely_Leaver
	Sum of Timely Achievemen...

49. To show trend data in rows the pivot table should be set up as shown.

	K	L	M
	QAR_Status_Timely	QAR Inclusions	
Row Labels		Sum of Timely_Leaver	Sum of Timely Achievement Rate
2013		10	70.0%
2014		18	72.2%
2015		81	32.1%

**PivotTable Fields**

Choose fields to add to report:

- ☐ Learning\_Actual\_End\_Date
- ☐ Actual\_End\_Year
- ☒ Expected\_End\_Year
- ☐ Hybrid\_End\_Year
- ☐ Overall\_Leaver
- ☐ Overall\_Achiever
- ☐ Leaver\_Below\_MS\_Threshold
- ☒ Timely\_Leaver
- ☐ Timely\_Achiever
- ☐ QAR\_Status\_Overall
- ☒ QAR\_Status\_Timely
- ☐ Overall\_Achievement\_Rate

Drag fields between areas below:

<b>FILTERS</b>	<b>COLUMNS</b>
QAR_Status_Timely	Σ Values
<b>ROWS</b>	<b>VALUES</b>
Expected_End_Year	Sum of Timely_Leaver
	Sum of Timely Achievemen...

## Examples of ways to configure the pivot table

50. The following screenshots show how to configure the pivot table to show overall leavers and overall achievement rates for a number of dimensions. These are:

- Sector subject area tier 1
- Sector subject area tier 2
- Framework level
- Framework code and name by framework level
- Framework name and pathway by framework level
- Age group
- Ethnicity
- Sex
- Learning difficulties (LLDD)
- Subcontractor
- Learner home region and learner home local authority district

- Delivery region and delivery local authority district

51. In the following screenshots '#DIV/0!' is shown in some of the overall achievement rate fields. This is because the number of overall leavers is zero and Excel is trying to divide by zero.

### Sector subject area tier 1

QAR_Status_Overall	QAR Inclusions					
Column Labels	2013	2014	2015			
<b>01 - Health, Public Services and Care</b>						
Sum of Overall_Leaver	2	2	3			
Sum of Overall Achievement Rate	100.0%	100.0%	66.7%			
<b>06 - Information and Communication Technology</b>						
Sum of Overall_Leaver	17	8	26			
Sum of Overall Achievement Rate	82.4%	100.0%	88.5%			
<b>15 - Business, Administration and Law</b>						
Sum of Overall_Leaver		3	12			
Sum of Overall Achievement Rate	#DIV/0!	66.7%	33.3%			

### Sector subject area tier 2

QAR_Status_Overall	QAR Inclusions					
Column Labels	2013	2014	2015			
<b>01.3 - Health and Social Care</b>						
Sum of Overall_Leaver	2	2	3			
Sum of Overall Achievement Rate	100.0%	100.0%	66.7%			
<b>06.1 - ICT Practitioners</b>						
Sum of Overall_Leaver	16	6	22			
Sum of Overall Achievement Rate	81.3%	100.0%	86.4%			
<b>06.2 - ICT for Users</b>						
Sum of Overall_Leaver	1	2	4			
Sum of Overall Achievement Rate	100.0%	100.0%	100.0%			
<b>15.2 - Administration</b>						
Sum of Overall_Leaver		3	7			
Sum of Overall Achievement Rate	#DIV/0!	66.7%	57.1%			
<b>15.3 - Business Management</b>						
Sum of Overall_Leaver			5			
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%			

## Framework level

J	K	L	M	N	O	P
	QAR_Status_Overall	QAR Inclusions				
		Column Labels				
	Row Labels	2013	2014	2015		
	<b>Advanced Level Apprenticeship</b>					
	Sum of Overall_Leaver	19	7	19		
	Sum of Overall Achievement Rate	84.2%	100.0%	84.2%		
	<b>Higher Apprenticeship</b>					
	Sum of Overall_Leaver		1	13		
	Sum of Overall Achievement Rate	#DIV/0!	100.0%	84.6%		
	<b>Intermediate Level Apprenticeship</b>					
	Sum of Overall_Leaver		5	9		
	Sum of Overall Achievement Rate	#DIV/0!	80.0%	22.2%		

### PivotTable Fields

Choose fields to add to report:

- ☐ Framework\_Name
- ☐ Pathway\_Code
- ☐ Pathway\_Name
- ☐ Sector\_Subject\_Area\_Tier\_1
- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN
- ☐ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☐ Learner\_Home\_Region
- ☐ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region

Drag fields between areas below:

#### FILTERS

QAR\_Status\_Overall

#### COLUMNS

Hybrid\_End\_Year

#### ROWS

Programme\_Type

Σ Values

#### VALUES

Sum of Overall\_Leaver

Sum of Overall Achievemen...

## Framework name and code by framework level

H	I	J	K	L	M
	QAR_Status_Overall	QAR Inclusions			
		Column Labels			
	Row Labels	2013	2014	2015	
	<b>Advanced Level Apprenticeship</b>				
	360				
	IT and Telecoms Professionals				
	Sum of Overall_Leaver	2			
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!	
	<b>360 Sum of Overall_Leaver</b>	2			
	<b>360 Sum of Overall Achievement Rate</b>	100.0%	#DIV/0!	#DIV/0!	
	418				
	IT, Software, Web and Telecoms Professionals				
	Sum of Overall_Leaver	14	5	9	
	Sum of Overall Achievement Rate	78.6%	100.0%	88.9%	
	<b>418 Sum of Overall_Leaver</b>	14	5	9	
	<b>418 Sum of Overall Achievement Rate</b>	78.6%	100.0%	88.9%	
	419				
	IT Application Specialist				
	Sum of Overall_Leaver	1	2	4	
	Sum of Overall Achievement Rate	100.0%	100.0%	100.0%	
	<b>419 Sum of Overall_Leaver</b>	1	2	4	
	<b>419 Sum of Overall Achievement Rate</b>	100.0%	100.0%	100.0%	
	444				
	Health and Social Care				
	Sum of Overall_Leaver	2		1	
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%	
	<b>444 Sum of Overall_Leaver</b>	2		1	
	<b>444 Sum of Overall Achievement Rate</b>	100.0%	#DIV/0!	100.0%	
	487				
	Management				
	Sum of Overall_Leaver			2	

### PivotTable Fields

Choose fields to add to report:

- ☒ Programme\_Type
- ☒ Framework\_Code
- ☒ Framework\_Name
- ☐ Pathway\_Code
- ☐ Pathway\_Name
- ☐ Sector\_Subject\_Area\_Tier\_1
- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN
- ☐ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☐ Learner\_Home\_Region
- ☐ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region
- ☐ Delivery\_LA
- ☐ Year\_Aim\_Submitted

Drag fields between areas below:

#### FILTERS

QAR\_Status\_Overall

#### COLUMNS

Hybrid\_End\_Year

#### ROWS

Programme\_Type

Framework\_Code

Framework\_Name

Σ Values

#### VALUES

Sum of Overall\_Leaver

Sum of Overall Achievemen...

52. When showing framework code and name subtotals will be output for the framework code. These can be removed by right clicking on the framework code field and clicking on the 'Subtotal Framework Code' entry. This will turn off the subtotals for framework code.

The screenshot shows a PivotTable with the following data:

Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
360 IT and Telecoms Professionals	2		
360 Sum of Overall Leaver	100.0%	#DIV/0!	#DIV/0!
360 Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
418 IT, Software, Web and Telecoms Professionals	14	5	9
418 Sum of Overall Leaver	78.6%	100.0%	88.9%
418 Sum of Overall Achievement Rate	14	5	9
419 IT Application Specialist	1	2	4
419 Sum of Overall Leaver	100.0%	100.0%	100.0%
419 Sum of Overall Achievement Rate	1	2	4
444 Health and Social Care	2		1
444 Sum of Overall Leaver	100.0%	#DIV/0!	100.0%
444 Sum of Overall Achievement Rate	2		1
487 Management			
487 Sum of Overall Leaver			
487 Sum of Overall Achievement Rate			
490 Business and Administration			
490 Sum of Overall Leaver			
490 Sum of Overall Achievement Rate			
Advanced Level Apprenticeship Sum of Overall Leaver	19	7	19
Advanced Level Apprenticeship Sum of Overall Achievement Rate	84.2%	100.0%	84.2%

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report:**
  - ☒ Programme\_Type
  - ☒ Framework\_Code
  - ☒ Framework\_Name
  - ☐ Pathway\_Code
  - ☐ Pathway\_Name
  - ☐ Sector\_Subject\_Area\_Tier\_1
  - ☐ Sector\_Subject\_Area\_Tier\_2
  - ☐ Subcontractor\_UKPRN
  - ☐ Subcontractor\_Name
  - ☐ Learner\_Home\_Postcode
  - ☐ Learner\_Home\_Region
  - ☐ Learner\_Home\_LA
  - ☐ Delivery\_Location\_Postcode
  - ☐ Delivery\_Region
  - ☐ Delivery\_LA
  - ☐ Year\_Aim\_Submitted
- Drag fields between areas below:**
  - FILTERS:** QAR\_Status\_Overall
  - COLUMNS:** Hybrid\_End\_Year
  - ROWS:** Programme\_Type, Framework\_Code, Framework\_Name, Σ: Values
  - VALUES:** Sum of Overall Leaver, Sum of Overall Achievemen...

53. The resulting display is shown below. The subtotals for framework code are no longer output.

The screenshot shows the resulting PivotTable after removing subtotals for framework code. The data is as follows:

Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
360 IT and Telecoms Professionals	2		
360 Sum of Overall Leaver	100.0%	#DIV/0!	#DIV/0!
360 Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
418 IT, Software, Web and Telecoms Professionals	14	5	9
418 Sum of Overall Leaver	78.6%	100.0%	88.9%
418 Sum of Overall Achievement Rate	14	5	9
419 IT Application Specialist	1	2	4
419 Sum of Overall Leaver	100.0%	100.0%	100.0%
419 Sum of Overall Achievement Rate	1	2	4
444 Health and Social Care	2		1
444 Sum of Overall Leaver	100.0%	#DIV/0!	100.0%
444 Sum of Overall Achievement Rate	2		1
487 Management			
487 Sum of Overall Leaver			
487 Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%
490 Business and Administration			
490 Sum of Overall Leaver			
490 Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall Leaver	19	7	19
Advanced Level Apprenticeship Sum of Overall Achievement Rate	84.2%	100.0%	84.2%

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report:**
  - ☒ Programme\_Type
  - ☒ Framework\_Code
  - ☒ Framework\_Name
  - ☐ Pathway\_Code
  - ☐ Pathway\_Name
  - ☐ Sector\_Subject\_Area\_Tier\_1
  - ☐ Sector\_Subject\_Area\_Tier\_2
  - ☐ Subcontractor\_UKPRN
  - ☐ Subcontractor\_Name
  - ☐ Learner\_Home\_Postcode
  - ☐ Learner\_Home\_Region
  - ☐ Learner\_Home\_LA
  - ☐ Delivery\_Location\_Postcode
  - ☐ Delivery\_Region
  - ☐ Delivery\_LA
  - ☐ Year\_Aim\_Submitted
- Drag fields between areas below:**
  - FILTERS:** QAR\_Status\_Overall
  - COLUMNS:** Hybrid\_End\_Year
  - ROWS:** Programme\_Type, Framework\_Code, Framework\_Name, Σ: Values
  - VALUES:** Sum of Overall Leaver, Sum of Overall Achievemen...



## Framework name and pathway by framework level

H	I	J	K	L	M
	QAR_Status_Overall	QAR Inclusions			
		Column Labels	2013	2014	2015
	Row Labels				
	Advanced Level Apprenticeship				
	Business and Administration				
	Sum of Overall_Leaver				3
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!		100.0%
	Health and Social Care				
	Sum of Overall_Leaver		2		
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!	
	Adult social care				
	Sum of Overall_Leaver			1	
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!		100.0%
	IT and Telecoms Professionals				
	Sum of Overall_Leaver		2		
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!	
	IT Application Specialist				
	Sum of Overall_Leaver		1		
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!	
	IT Application Specialist				
	Sum of Overall_Leaver			2	4
	Sum of Overall Achievement Rate	#DIV/0!	100.0%		100.0%
	IT, Software, Web and Telecoms Professionals				
	Sum of Overall_Leaver		13		
	Sum of Overall Achievement Rate	84.6%	#DIV/0!	#DIV/0!	
	IT, Software, Web and Telecoms Professionals				

### PivotTable Fields

Choose fields to add to report:

- ☐ Pathway\_Code
- ☒ Pathway\_Name
- ☐ Sector\_Subject\_Area\_Tier\_1
- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN
- ☐ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☐ Learner\_Home\_Region
- ☐ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region
- ☐ Delivery\_LA
- ☐ Year\_Aim\_Submitted
- ☐ Learning\_Start\_Date
- ☐ Learning\_Planned\_End\_Date
- ☐ Learning\_Actual\_End\_Date

Drag fields between areas below:

**FILTERS**

QAR\_Status\_Overall

**COLUMNS**

Hybrid\_End\_Year

**ROWS**

Programme\_Type

Framework\_Name

Pathway\_Name

Σ Values

**VALUES**

Sum of Overall\_Leaver

Sum of Overall Achievemen...

## Age group

H	I	J	K	L	M	N	O	P
	QAR_Status_Overall	QAR Inclusions						
		Column Labels	2013	2014	2015			
	Row Labels							
	16-18							
	Sum of Overall_Leaver		1	3	3			
	Sum of Overall Achievement Rate	100.0%	100.0%	100.0%				
	19-23							
	Sum of Overall_Leaver		4	8	6			
	Sum of Overall Achievement Rate	100.0%	87.5%	33.3%				
	24+							
	Sum of Overall_Leaver		14	2	32			
	Sum of Overall Achievement Rate	78.6%	100.0%	75.0%				

### PivotTable Fields

Choose fields to add to report:

- ☐ Provision\_Type
- ☐ UKPRN
- ☐ Learner\_Reference
- ☐ ULN
- ☐ Academic\_Year
- ☐ Data\_Source
- ☒ AgeGroup
- ☐ Ethnicity
- ☐ Sex
- ☐ Learning\_Difficulties
- ☐ PrimaryLLDD
- ☐ PriorAttain

Drag fields between areas below:

**FILTERS**

QAR\_Status\_Overall

**COLUMNS**

Hybrid\_End\_Year

**ROWS**

AgeGroup

Σ Values

**VALUES**

Sum of Overall\_Leaver

Sum of Overall Achievemen...

## Ethnicity

H	I	J	K	L	M	N
	QAR_Status_Overall	QAR Inclusions				
		Column Labels				
	Row Labels	2013	2014	2015		
	<b>African</b>					
	Sum of Overall_Leaver	5	1	10		
	Sum of Overall_Achievement Rate	80.0%	100.0%	60.0%		
	<b>Any other Asian Background</b>					
	Sum of Overall_Leaver			3		
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	100.0%		
	<b>Any other ethnic group</b>					
	Sum of Overall_Leaver	1	3	5		
	Sum of Overall_Achievement Rate	100.0%	100.0%	80.0%		
	<b>Any other Mixed / multiple ethnic background</b>					
	Sum of Overall_Leaver			2		
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	50.0%		
	<b>Any Other White Background</b>					
	Sum of Overall_Leaver	2	2	3		
	Sum of Overall_Achievement Rate	100.0%	100.0%	33.3%		
	<b>Arab</b>					
	Sum of Overall_Leaver	1		1		
	Sum of Overall_Achievement Rate	0.0%	#DIV/0!	100.0%		
	<b>Caribbean</b>					
	Sum of Overall_Leaver	1		1		
	Sum of Overall_Achievement Rate	0.0%	#DIV/0!	100.0%		

## Sex

J	K	L	M	N	O	P
	QAR_Status_Overall	QAR Inclusions				
		Column Labels				
	Row Labels	2013	2014	2015		
	<b>Female</b>					
	Sum of Overall_Leaver	2	6	15		
	Sum of Overall_Achievement Rate	100.0%	83.3%	46.7%		
	<b>Male</b>					
	Sum of Overall_Leaver	17	7	26		
	Sum of Overall_Achievement Rate	82.4%	100.0%	84.6%		

## Learning difficulties (LLDD)

D	E	F	G	H
	QAR_Status_Overall	QAR Inclusions		
		Column Labels		
	Row Labels	2013	2014	2015
	<b>Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem</b>			
	Sum of Overall_Leaver	1		4
	Sum of Overall_Achievement Rate	0.0%	#DIV/0!	50.0%
	<b>Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem</b>			
	Sum of Overall_Leaver	18	13	37
	Sum of Overall_Achievement Rate	88.9%	92.3%	73.0%

## Subcontractor

I	J	K	L	M	N
	QAR_Status_Overall	QAR Inclusions			
		Column Labels			
	Row Labels	2013	2014	2015	
	<b>Subcontractor 1</b>				
	Sum of Overall_Leaver			3	
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	0.0%	
	<b>Subcontractor 2</b>				
	Sum of Overall_Leaver			1	
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	0.0%	
	<b>Subcontractor 3</b>				
	Sum of Overall_Leaver		19	13	37
	Sum of Overall_Achievement Rate		84.2%	92.3%	78.4%

### PivotTable Fields

Choose fields to add to report:

- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN
- ☒ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☐ Learner\_Home\_Region
- ☐ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region
- ☐ Delivery\_LA
- ☐ Year\_Aim\_Submitted
- ☐ Learning\_Start\_Date
- ☐ Learning\_Planned\_End\_Date

Drag fields between areas below:

#### FILTERS

QAR\_Status\_Overall

#### COLUMNS

Hybrid\_End\_Year

#### ROWS

Subcontractor\_Name

Σ Values

#### VALUES

Sum of Overall\_Leaver

Sum of Overall\_Achievem...

## Learner home region and learner home local authority district

I	J	K	L	M	N	O	P
	QAR_Status_Overall	QAR Inclusions					
		Column Labels					
	Row Labels	2013	2014	2015			
	<b>East Midlands</b>						
	<b>Northampton</b>						
	Sum of Overall_Leaver			1			
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	100.0%			
	<b>East of England</b>						
	<b>Broxbourne</b>						
	Sum of Overall_Leaver		1				
	Sum of Overall_Achievement Rate	100.0%	#DIV/0!	#DIV/0!			
	<b>Central Bedfordshire</b>						
	Sum of Overall_Leaver			3			
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	100.0%			
	<b>Epping Forest</b>						
	Sum of Overall_Leaver			1			
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	<b>Luton</b>						
	Sum of Overall_Leaver			2			
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	100.0%			
	<b>Thurrock</b>						
	Sum of Overall_Leaver			3			
	Sum of Overall_Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	<b>Watford</b>						
	Sum of Overall_Leaver			1			
	Sum of Overall_Achievement Rate	#DIV/0!	100.0%	#DIV/0!			

### PivotTable Fields

Choose fields to add to report:

- ☐ Subcontractor\_UKPRN
- ☐ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☒ Learner\_Home\_Region
- ☒ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region
- ☐ Delivery\_LA
- ☐ Year\_Aim\_Submitted
- ☐ Learning\_Start\_Date
- ☐ Learning\_Planned\_End\_Date
- ☐ Learning\_Actual\_End\_Date
- ☐ Actual\_End\_Year
- ☐ Expected\_End\_Year

Drag fields between areas below:

#### FILTERS

QAR\_Status\_Overall

#### COLUMNS

Hybrid\_End\_Year

#### ROWS

Learner\_Home\_Region

Learner\_Home\_LA

Σ Values

#### VALUES

Sum of Overall\_Leaver

Sum of Overall\_Achievem...

## Delivery region and delivery local authority district

I	J	K	L	M	N	O	P
	QAR_Status_Overall	QAR Inclusions					
		Column Labels					
	Row Labels	2013	2014	2015			
	East of England						
	Epping Forest						
	Sum of Overall_Leaver			1			
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	Thurrock						
	Sum of Overall_Leaver			2			
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	London						
	Brent						
	Sum of Overall_Leaver			2			
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	Ealing						
	Sum of Overall_Leaver			1			
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	Enfield						
	Sum of Overall_Leaver			3	4		
	Sum of Overall Achievement Rate	#DIV/0!	100.0%	75.0%			
	Haringey						
	Sum of Overall_Leaver	17	10	29			
	Sum of Overall Achievement Rate	82.4%	90.0%	86.2%			
	Harrow						
	Sum of Overall_Leaver			1			
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%			
	Islington						

### PivotTable Fields

Choose fields to add to report:

- ☒ Delivery\_LA
- ☐ Year\_Aim\_Submitted
- ☐ Learning\_Start\_Date
- ☐ Learning\_Planned\_End\_Date
- ☐ Learning\_Actual\_End\_Date
- ☐ Actual\_End\_Year
- ☐ Expected\_End\_Year
- ☒ Hybrid\_End\_Year
- ☒ Overall\_Leaver
- ☐ Overall\_Achiever
- ☐ Leaver\_Below\_MS\_Threshold
- ☐ Timely\_Leaver
- ☐ Timely\_Achiever
- ☒ QAR\_Status\_Overall

Drag fields between areas below:

FILTERS

QAR\_Status\_Overall

COLUMNS

Hybrid\_End\_Year

ROWS

Delivery\_Region

Delivery\_LA

Σ Values

VALUES

Sum of Overall\_Leaver

Sum of Overall Achievem...

## Section 5 – Analysing Minimum Standards using an Excel Pivot Table

### Showing the leavers below minimum standards threshold in the pivot table

54. The **hybrid end year** must be used when showing the leavers below minimum standards threshold. The Leaver\_Below\_MS\_Threshold field is only populated for the 2015/16 hybrid end year.

### Showing the percentage below minimum standards threshold in the pivot table

55. The calculation for percentage below minimum standards threshold cannot be done with a calculated field because the denominator is the total number of learning aims for the provider. The calculation for percentage below minimum standards threshold uses a formula.

$$\frac{\text{Sum of Leaver\_Below\_MS\_Threshold}}{\text{Grand Total of Sum of Overall Leaver}} \times 100$$

56. In the example below, which shows minimum standards information by programme type, the formula for the Advanced Apprenticeship percentage below minimum standards threshold is G5/\$F\$8. Note the use of \$ to ensure that when the formula is copied to the other cells it still references the Grand Total cell.

IFERROR					:	X	✓	fx	=C5/\$B\$8
A		B		C		D			
1									
2	QAR_Status_Overall		(All)						
3									
4	Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below Min Threshold					
5	Advanced Level Apprenticeship	49	2	=C5/\$B\$8					
6	Higher Apprenticeship	14	0	0.0%					
7	Intermediate Level Apprenticeship	27	9	10.0%					
8	Grand Total	90	11	12.2%					

## Examples of ways to configure the pivot table

57. The following screenshots show how to configure the pivot table to show overall cohort and learners below minimum standards threshold for a number of dimensions. These are:

- Sector subject area tier 1
- Sector subject area tier 2
- Framework level
- Framework code and name by framework level
- Framework name and pathway by framework level

58. It is not valid to show the learners below minimum standards tolerance by any learner characteristic, or by any geography. This is because the learner and the geography are not used when determining whether a learning aim is below minimum standards. Remember to change the reference to the Grand Total of leavers in the formula for calculating % below minimum standards.

### Sector subject area tier 1

QAR_Status_Overall	QAR Inclusions			
Hybrid_End_Year	2015			
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below MS Threshold	
01 - Health, Public Services and Care	3	2	4.9%	
06 - Information and Communication Technology	26	0	0.0%	
15 - Business, Administration and Law	12	9	22.0%	
<b>Grand Total</b>	<b>41</b>	<b>11</b>		

Filters	Columns	Rows	Values
QAR_Status_Overall	Values	Sector_Subject_Area_Tier_1	Sum of Overall_Leaver
Hybrid_End_Year			Sum of Leaver_Below_MS_Threshold

### Sector subject area tier 2

QAR_Status_Overall	QAR Inclusions			
Hybrid_End_Year	2015			
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below MS Threshold	
01.3 - Health and Social Care	3	2	4.9%	
06.1 - ICT Practitioners	22	0	0.0%	
06.2 - ICT for Users	4	0	0.0%	
15.2 - Administration	7	4	9.8%	
15.3 - Business Management	5	5	12.2%	
<b>Grand Total</b>	<b>41</b>	<b>11</b>		

Filters	Columns	Rows	Values
QAR_Status_Overall	Σ Values	Sector_Subject_Area_Tier_2	Sum of Overall_Leaver
Hybrid_End_Year			Sum of Leaver_Below_MS_Threshold

## Framework level

G	H	I	J	K
	QAR_Status_Overall	QAR Inclusions	.Y	
	Hybrid_End_Year	2015	.Y	
	Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below MS Threshold
	Advanced Level Apprenticeship	19	2	4.9%
	Higher Apprenticeship	13	0	0.0%
	Intermediate Level Apprenticeship	9	9	22.0%
	<b>Grand Total</b>	<b>41</b>	<b>11</b>	

### PivotTable Fields

Choose fields to add to report:

- ☐ Withdrawal\_Reason
- ☐ Achievement\_Rate\_Status
- ☐ Overdue\_Continuing\_Aim
- ☐ Overdue\_Planned\_Break
- ☐ Software\_Supplier\_Aim\_ID
- ☒ **Programme\_Type**
- ☐ Framework\_Code
- ☐ Framework\_Name
- ☐ Pathway\_Code
- ☐ Pathway\_Name
- ☐ Sector\_Subject\_Area\_Tier\_1
- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN

Drag fields between areas below:

#### Filters

QAR\_Status\_Overall  
Hybrid\_End\_Year

#### Columns

Σ Values

#### Rows

Programme\_Type

#### Values

Sum of Overall\_Leaver  
Sum of Leaver\_Below\_MS\_T...

## Framework name by framework level

J	K	L	M
QAR_Status_Overall	QAR Inclusions	.Y	
Hybrid_End_Year	2015	.Y	
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below MS Threshold
Advanced Level Apprenticeship	19	2	4.9%
Business and Administration	3	0	0.0%
Health and Social Care	1	0	0.0%
IT Application Specialist	4	0	0.0%
IT, Software, Web and Telecoms Professionals	9	0	0.0%
Management	2	2	4.9%
Higher Apprenticeship	13	0	0.0%
IT, Software, Web and Telecoms Professionals	13	0	0.0%
Intermediate Level Apprenticeship	9	9	22.0%
Business and Administration	4	4	9.8%
Health and Social Care	2	2	4.9%
Management	3	3	7.3%
<b>Grand Total</b>	<b>41</b>	<b>11</b>	

### PivotTable Fields

Choose fields to add to report:

- ☐ Pathway\_Code
- ☐ Pathway\_Name
- ☐ Sector\_Subject\_Area\_Tier\_1
- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN
- ☐ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☐ Learner\_Home\_Region
- ☐ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region
- ☐ Delivery\_LA
- ☐ Year\_Aim\_Submitted

Drag fields between areas below:

#### Filters

QAR\_Status\_Overall  
Hybrid\_End\_Year

#### Columns

Σ Values

#### Rows

Programme\_Type  
Framework\_Name

#### Values

Sum of Overall\_Leaver  
Sum of Leaver\_Below\_MS\_T...

## Framework name and pathway by framework level

J	K	L	M
QAR_Status_Overall	QAR Inclusions	.Y	
Hybrid_End_Year	2015	.Y	
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below MS Threshold
Advanced Level Apprenticeship	19	2	4.9%
Business and Administration	3	0	0.0%
Health and Social Care	1	0	0.0%
IT Application Specialist	4	0	0.0%
IT, Software, Web and Telecoms Professionals	9	0	0.0%
Management	2	2	4.9%
Higher Apprenticeship	13	0	0.0%
IT, Software, Web and Telecoms Professionals	13	0	0.0%
Intermediate Level Apprenticeship	9	9	22.0%
Business and Administration	4	4	9.8%
Health and Social Care	2	2	4.9%
Management	3	3	7.3%
<b>Grand Total</b>	<b>41</b>	<b>11</b>	

### PivotTable Fields

Choose fields to add to report:

- ☐ Pathway\_Code
- ☒ **Pathway\_Name**
- ☐ Sector\_Subject\_Area\_Tier\_1
- ☐ Sector\_Subject\_Area\_Tier\_2
- ☐ Subcontractor\_UKPRN
- ☐ Subcontractor\_Name
- ☐ Learner\_Home\_Postcode
- ☐ Learner\_Home\_Region
- ☐ Learner\_Home\_LA
- ☐ Delivery\_Location\_Postcode
- ☐ Delivery\_Region
- ☐ Delivery\_LA
- ☐ Year\_Aim\_Submitted

Drag fields between areas below:

#### Filters

QAR\_Status\_Overall  
Hybrid\_End\_Year

#### Columns

Σ Values

#### Rows

Programme\_Type  
Framework\_Name  
Pathway\_Name

#### Values

Sum of Overall\_Leaver  
Sum of Leaver\_Below\_MS\_T...

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